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DD/S&T# 327-68

OSA-0326-68

MEMORANDUM FOR: DDCM Representative Committee on Professional Manpower

ATTENTION : Mr. Donald F. Chamberlain

SUBJECT : DCI's Committee on Professional Manpower

REFERENCE : Memo to D/OSA from DDCM Representative Committee on Professional Manpower dated 10 January 1963, Same Subject

Subject memorandum has been reviewed in depth by this office. However, prior to answering the specific questions, we feel it is necessary to briefly apprise you of how the Office of Special Activities is manned. Our present on duty strength of individuals is comprised of military detailees and Agency staff employees. The military detailees are utilized based on the various specialized skills they possess which are required by virtue of the nature of our mission. The majority of our staff employees, excluding clerical personnel, are assigned from other Agency Career Services, i.e., Communications, Security, Logistics, Finance, OEL, OCS, etc. and perform, by in large, normal duties associated with their particular Career Service. The remaining employees assigned to OSA who do not fall in the above categories are less than in number and represent the only basis we have for evaluating recruitment practices. This in turn restricts considerably our ability to make comparisons since most are one of a kind positions with little turn over of incumbents. In view of the above we feel it is quite apparent that our contribution to this overall matter is of necessity a very limited one. Nevertheless, the following represents our best answers to the specific questions posed.

(1) Specific qualifications required for personnel recruited to fit office vacancies are established by determining and analyzing the specific functions to be performed. The sensitive nature of our work precludes any detailed written recruitment request but basically is tailored to identify the level of experience required.

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(2) The hiring standards and position qualifications have remained about the same for the past four or five years.

(3) Applicants that have been hired fit the requirements established very well. There has been no significant change in this situation in the last year or so.

(4) The position standards that have been used for recruiting purposes have been very satisfactory. All requirements with one exception have been met through personal contacts and conversion of military details to civilian employees.

(5) Identification of career is based on continuous day to day observations of each individual's performance. Careerists, with rare exception, perform their duties at Headquarters and are in frequent contact with all levels of management. The Mid-Career Development Program is utilized in OSA, but because of the limited number of career positions, career development planning except in the broadest sense is unrealistic. Career progression must and has of necessity involved assignment to other offices of the DIA/ST and other components of the Agency.

(6) There is considerable leadership potential evident in personnel more junior than the present Division Chiefs.

(7) The success OSA has enjoyed in satisfying our limited recruitment needs does not in itself suggest a specific method that might improve the overall competitive recruiting position of the Agency.



JOHN PARABOSKY
Deputy Director of Special Activities

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